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22 January 1964

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Relocation of Office of Finance Outside
Headquarters Building

1. This is in response to your request that we outline how the Office of Finance would operate assuming we were required to move to a downtown location, leaving only minimal service facilities at the Headquarters Building.

2. We would propose to retain only four Office of Finance employees (1 Certifying Officer, 1 Disbursing Officer, 1 Cash Teller, and 1 Clerk-Steno) in the Headquarters Building, to provide the following services:

- a. Certify and make cash travel advances (vouchered and confidential funds).
- b. Acceptance of refunds of Confidential Funds.
- c. Payment of taxi claims.
- d. Issuance of travelers checks when required for operational purposes by authorized travelers.
- e. Effect distribution of Treasurers checks, cashier checks and other financial instruments forwarded from the Office of Finance downtown location.
- f. Serve as a collection and distribution point for vouchers, dispatches, and related financial documents being sent to or from the Headquarters Building for action or coordination.

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3. Based upon the premise that all essential finance functions would be performed at the downtown location, except those listed above and those performed by visits of finance employees to the Headquarters Building, the following space and facilities would be required in the Headquarters Building:

- 1 Room for disbursing facilities, approximately 20' x 20' with a disbursing counter and a heavy Mosler safe with four separate compartments with individual combinations.
- 1 Room for Certifying Officer and Clerk-Steno approximately 15' x 20'.
- 1 Room approximately 20' x 20' with 3 or 4 desks to provide working space for transient finance personnel performing official duties in the Headquarters Building.

Garage space would also need to be provided in the Headquarters Building (or in) for the armored vehicle utilized by the Office of Finance, since there are no garage facilities available at the downtown location. It is assumed that suitable arrangements could be made for the Office of Finance to utilize conference room space in the Headquarters Building as needed.

4. We would also propose to establish a traveling courier-teller service, utilizing the armored vehicle, a courier-teller, and an armed driver, to provide twice daily service between the Headquarters finance unit and the downtown location as well as service to and TSD at their downtown locations. The Courier-Teller service would expedite the delivery of pouches, cash, checks, vouchers, and other documents requiring coordination or action, between the points serviced. For example, priority vouchers delivered to the downtown location in the morning could be paid by a check which would be delivered to the Headquarters Building in the afternoon; vouchers covering advances made at the Headquarters Building each day could be delivered to the downtown location for processing the following morning; overseas money pouches prepared during the day could be delivered to the Headquarters Building each afternoon, etc. Those dispatches, cables, and accountings which required discussion prior to coordination or approval would inevitably require a visit from

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the operating component to the downtown location, or a visit by a finance employee to the Headquarters Building, and the courier-teller service would have no effect in remedying this problem. As a matter of fact the requirements for face to face discussions will increase due to the absence of a secure red line telephone system. The courier-teller service would serve however in expediting the coordination and approval of documents which do not require face to face discussion.

5. As far as we can foresee there would be only two requirements for special facilities needed at the proposed downtown location.

a. Vault space equipped with an electric burglar alarm system for the storage and protection of cash and valuables.

b. The establishment of a communications relay center at the downtown location to enable the Office of Finance to act promptly in responding to overseas monetary and finance requirements.

In justification of our request for item b, it might be pointed out that the Office of Finance handles on the average of 1,000 to 1,200 (incoming and outgoing) cables per month. Roughly half of this number are information cables and the Office of Finance coordinates or participates in the response or action of only about 10 per cent of information cables. However the other half, or about 500 to 600 cables per month, bear [REDACTED] indicators and the Office of Finance has full action responsibility for such cables. Five to ten per cent of these action cables bear priority indicators which require immediate response. At this time "wet" copies of priority cables are received directly from the Signal Center and in many instances are acted upon prior to receipt of the normal distribution. It is believed that the effectiveness of our finance operations in general, and monetary operations in particular, would be seriously impaired at a downtown location if communication relay facilities were not provided.

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6. We could of course arrange to provide more finance services at the Headquarters Building than those enumerated in paragraph 2 above. However any increase in the services provided at the Headquarters Building would not only result in a corresponding

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increase in personnel and space, but would tend to create overall inefficiencies by duplication of functions, records, and facilities.

7. The disadvantages which would result from moving the Office of Finance out of the Headquarters Building are many, and need not be enumerated here since they have previously been explained to you. There are however some long-range advantages which will accrue as a result of placing all finance activities in physical proximity to each other, such as the integration of vouchered and unvouchered accounting functions, and a closer coordination of Industrial Contract Audit functions with Fiscal and Confidential Funds Division activities. It would also be advantageous to have the ADP machine unit located physically adjacent to the Office of Finance so as to facilitate the solution of finance problems. Therefore if it should become necessary to move the Office of Finance out of Headquarters Building we would hope that the ADP (RCA) machine unit could continue to occupy adjacent space and that sufficient space might also be found to accommodate Industrial Contract Audit Division with the rest of the Office of Finance.

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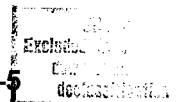
8. Kindly advise if we can provide you with any further information on this subject.

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/R. H. FUCHS
Director of Finance

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